LOA:

- ## Paid FMLA

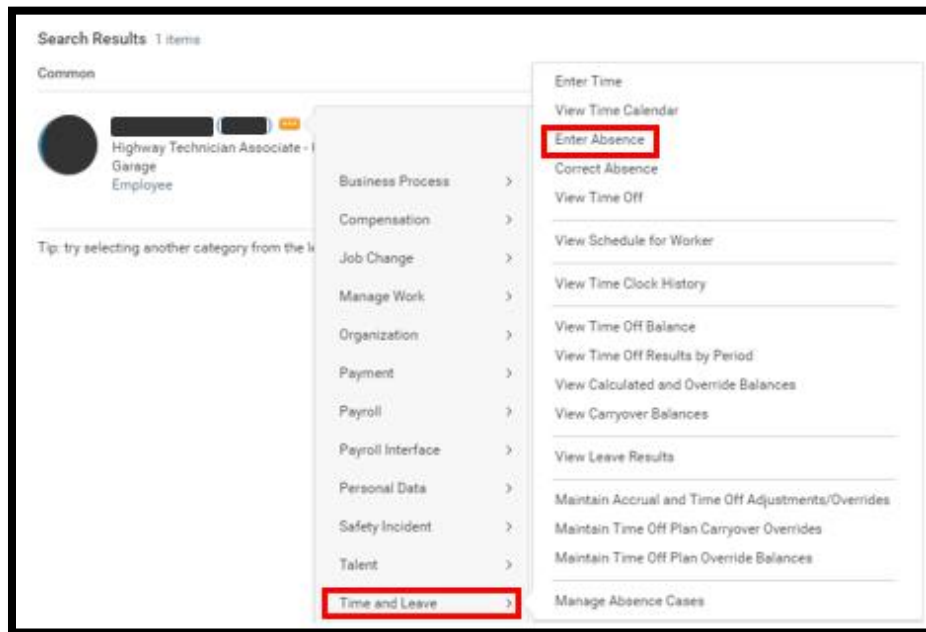## PLACING AN EMPLOYEE ON PAID FMLA LEAVE

Note: If it is for caregiver, then sick will not be allowed to be used unless the employee has not used the 40 hours per fiscal year of Family Care and has 40 hours of Sick available.
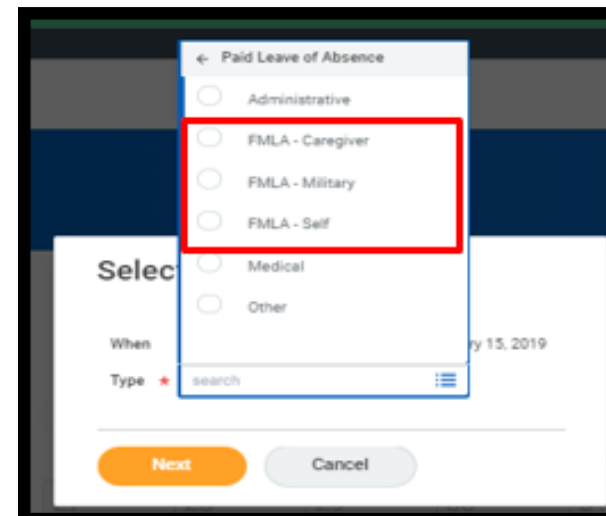
From the **Search** Bar:

1. Find the name of the **Employee** and click on it.

2. Click the **Related Actions** Button ⬤ . Then click on **Time and Leave** > **Enter Absence**.

3. Select **Dates** and **Request Absence**.
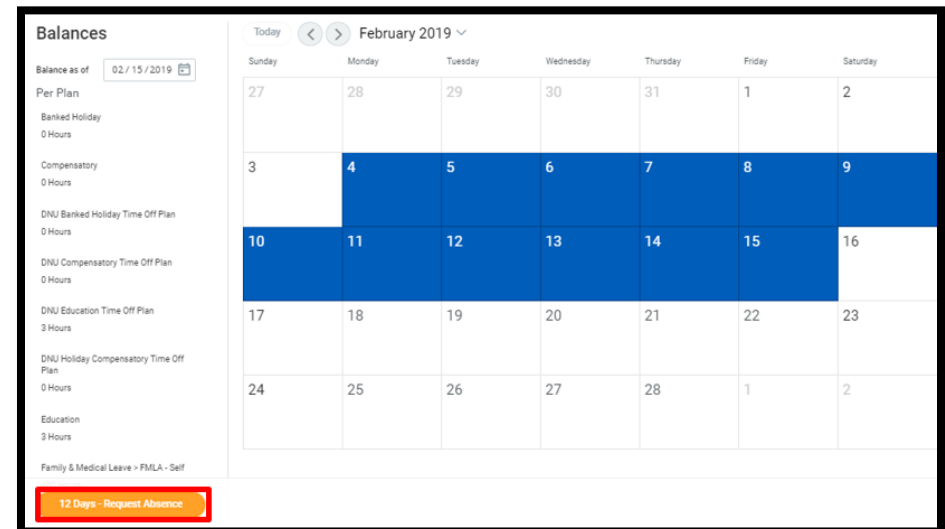
4. Click on ☰ in the **Type** field > **Paid Leave of Absence** > **FMLA – (Reason that applies). Next.**
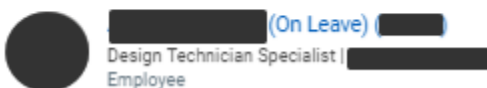
5. Review the dates and then click **Submit**.

6. This will route to HR Partner to review & approve.

Note: Once this is approved, it will place worker On Leave in Workday.

7. The employee and manager will get a **To Do: Reminder to Use Accruals**.

8. Search for employee in Workday.

Note: Since Workday is web-based, employees can log on from home and do their time sheet. The time sheet can also be future dated and entered before leave happens. This should be discussed before employee goes out on leave as who will be completing the time sheet / absence calendar. If it is manager, then proceed to Step 8 to review how to enter Paid Time Off. Otherwise LOA: FMLA is completed.

9. Click the **Related Actions** Button ⬤⬤⬤ . Then click on **Time and Leave** > **Enter Absence**.

10. Select **Dates** and **Request Absence**. (Once Approved, then it will look like below).

11. Click on ☰ in the **Type** field > **Paid Time Offs** > Select Appropriate time. **Next.**

12. You can edit the daily hours by selecting **Edit Quantity Per Day**. Then click **Submit** once you have reviewed the information.

13. Once the paid time is entered and approved, then it will look like below.

14. If an employee is getting low on Paid Time Off, then please work with your HR Partner as they will be the one to move them to FMLA Unpaid status.

You have successfully put an employee on Paid FMLA Leave of Absence. Please find Return Worker from Leave of Absence when the employee is ready to return. If you have questions, then please reach out to your HR Partner.